

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

October 1959

I. ACCESSIONING, DISPOSITION, HOLDINGS

Reports - 2

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	105	279	
2. RECORDS ACCESSIONED	1,232	3,299	49,207
3. RECORDS DISPOSED OF AT CENTER	150	493	5,621
4. RECORDS TRANSFERRED FROM CENTER	127	373	9,430
5. RECORDS HOLDINGS	34,156		
6. DISTRIBUTION MATERIAL RECEIVED	387	1,750	29,034
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	72	548	7,464
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	55	286	4,732
9. DISTRIBUTION MATERIAL HOLDINGS	*16,838		
10. TOTAL HOLDINGS	50,994		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	2,489	6,188	78,188
12. INFORMATIONAL REQUESTS	236	753	8,567
13. INFORMATION REPORTS	60	303	
14. INTELLIGENCE REPORTS	9,785	40,735	
15. ADMINISTRATIVE ISSUANCES	250	2,226	
16. TOTAL	12,820	50,205	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	75,768	289,364	
B. RETURNS	3,254	13,661	
18. ADMINISTRATIVE ISSUANCES	2,511	9,966	
19. TOTAL	81,533	312,991	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	281	1,472	
21. PHOTOCOPY	5	106	
22. DITTO	76	173	
23. TOTAL	362	1,751	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	72,060	
25. UTILIZED	50,994	
26. COMMITTED	4,240	
27. AVAILABLE	16,826	